



## MEMO

**To : NEW MOTOR VEHICLE BOARD**

**Date:** December 6, 2016

**From : GLENN STEVENS  
PRESIDENT**

**Subject: COMMITTEE ASSIGNMENTS**

Summarized below are the Board Committees and current assignments (see attached description). If you would like to serve on a specific committee, please make that preference known to the Board staff.

- ADMINISTRATION COMMITTEE  
Bismarck Obando, Chair  
Rahim Hassanally, Member
- BOARD DEVELOPMENT COMMITTEE  
David Lizárraga, Chair  
Kathryn Ellen Doi, Member
- EXECUTIVE COMMITTEE  
Glenn E. Stevens, President  
Ramon Alvarez C., Vice President
- FISCAL COMMITTEE  
Anthony A. Batarse, Jr., Chair  
Victoria Rusnak, Member
- GOVERNMENT AND INDUSTRY AFFAIRS COMMITTEE  
Ramon Alvarez C., Chair  
Glenn E. Stevens, Member
- POLICY AND PROCEDURE COMMITTEE  
Kathryn Ellen Doi, Chair  
Ryan Brooks, Member

If you have any questions, please do not hesitate to contact me at (310) 271-2229 or Bill Brennan at (916) 324-6197.

Attachment

## **DESCRIPTION OF BOARD COMMITTEES**

1. **Executive Committee** – comprised of the Board President and Vice President includes approval of Board meeting Agendas, meeting with Department and Agency Directors, monitoring the Business, Transportation & Housing Agency audit of Board activities, and other matters requiring Board representation.
2. **Administration Committee** – personnel, hiring, internal operations (as they relate to administration), office forms (including letterhead) and the Board's website.
3. **Board Development Committee** – Board Member education, welcoming new Board Members, meeting with the CNCDA (all Board members, as their schedules allow, may volunteer for this activity) and the employee recognition program.
4. **Fiscal Committee** – budget and finance matters related to Board operation.
5. **Government and Industry Affairs Committee** – expanding efforts related to government and industry outreach, including the Industry Roundtable. (The term of the new Committee Chair is two years [expires December 2004] and thereafter the Chair serves a one-year term; the remaining committee member is selected by the Chair from among the Board Members on an Ad-Hoc basis, depending on the issue at hand and the members' availability).
6. **Policy and Procedure Committee** – legislative changes, regulations, Board protocol (including parliamentary procedures and meeting minutes), legal action participation, case management and internal operations (as they relate to policy and procedure).